

Report of: Head of Locality Partnerships

Report to: Outer North West Community Committee
(Adel and Wharfedale, Guiseley and Rawdon, Horsforth and Otley
and Yeadon)

Report author: Mohammed Alamin

Date: 11th September 2023 **For recommendation / to note**

Outer North West Community Committee - Update Report

Purpose of report

1. To bring to members' attention an update of the work which the Communities Team is engaged in, based on priorities identified by the Community Committee. It also provides opportunities for further questioning, or to request a more detailed report on a particular issue.
2. This report provides regular updates on some of the key activities between Community Committee meetings and functions delegated to Community Committees, Community Champions roles, community engagement, partnership and locality working.

Updates by theme:

3. **Children and Families:** Cllr Paul Alderson & Cllr Emmie Bromley
4. **Environment and Community Safety:** Cllr Barry Anderson
5. **Transport:** Cllr Ryk Downes & Cllr Raymond Jones
6. **Health, Wellbeing and Adult Social Care:** Cllr Caroline Anderson
7. **Employment and Skills update:** Cllr Ryk Downes

Children and Families:

The Leeds annual Breeze in the park events took place from Wednesday 26th July 2023 to Thursday 31st August 2023. With the Outer North West Breeze events taking place on:

Otley, Garnett Field - Friday 4th August 2023

Bramhope, West Park RUFC - Thursday 17th August 2023

Guiseley, Nunroyd Park - Monday 21st August 2023

Horsforth, Drury Fields - Thursday 31st August 2023

The Breeze in the park events had two main sessions, one running from midday to 2.30pm and the second from 3pm to 5.30pm. The adverse weather didn't deter local children and their parents from attending the events.



Guiseley & Rawdon Members at the Breeze event at Nunroyd Park, Guiseley

Environment and Community Safety:

The Environment and Community Safety sub group, chaired by Cllr B Anderson is due to take place on:

1. Community Safety – Monday 4th September 2023
2. Environment – Wednesday 6th September 2023

Update from LASBT

Date 30.08.2023

There are currently 27 active ASB cases for the Outer North West area which are listed below in ward areas with a brief break down of what the cases within each area are in relation to.

- Adel & Wharfedale – 1
- Guiseley & Rawdon – 13
- Horsforth – 5

- Otley & Yeadon – 8

Adel & Wharfedale (1 active case with LASBT)

- Long running ASB case where an injunction was put in place to tackle persistent ASB. Case will be closing this week as the accused has now moved from the area.

Guiseley & Rawdon (13 active cases with LASBT)

- 5 cases in relation to noise complaints. 2 of these are complaints about barking dogs, 1 is of a man with substance issues shouting late at night & the other 2 are complaints about noise such as music, banging, shouting etc.
- 1 case in relation to persistent ASB due to parties. A partial closure order has put in place for this property to limit who can access the address which appears to have reduced the issues significantly.
- 3 cases which are all linked, are in relation to allegations of harassment. The victim feels they are being harassed by several neighbours due to their race. These 3 cases are linked to one of the dog barking noise cases.
- 2 cases in relation to threats being made.
- 1 case in relation to drug use & associated ASB.

Horsforth (5 active cases with LASBT)

- 2 cases which are linked to one another. 1 which is a noise case & a counter allegation where the alleged perpetrator of noise has accused the neighbour (& complainant in the noise case) of threatening them.
- 1 case of noise issues which has been reopened this week due to new complaints. A S80 noise abatement notice has been issued previously on this case.
- 1 case of harassment/verbal abuse which since our involvement appears to have improved & the case is almost ready to be closed.
- 1 case of drug related ASB. A new case has recently come through to us where concerns have been raised over an adult male who is being visited by groups of teenagers & drugs are being used. Investigations are ongoing as to whether the adult is vulnerable & being cuckooed or is complicit in the issues.

Otley & Yeadon (8 active cases with LASBT)

- 3 cases in relation to noise complaints. 1 of these is about dogs barking, the other 2 are complaints about noise such as music, banging, shouting etc.
- 1 case in relation to a male exposing himself in the street.
- 2 cases in relation to arguing & rowdy behaviour at addresses which is impacting on other residents. Closure warning letters have been issued in both cases.
- 1 case in relation to concerns the tenant of the property is suffering DV.
- 1 case in relation to allegations of assault. Accused is currently being held on remand so we are awaiting the outcome of the criminal investigation.

Transport:

This update will be provided at the next Community Committee.

Health & Wellbeing:

A) The Outer North West Health Sub Group met on 17th July 2023 to discuss the dangers of Vaping.

NOTES FROM HEALTH SUB-GROUP MEETING HELD ON 17TH JULY TOPIC – THE DANGERS OF VAPING

Attendees: Cllr. Caroline Anderson, Cllr. Ray Jones, Cllr. John Garvani, Cllr. Eleanor Thompson

Speaker: Heather Jones – Head of Public Health, Leeds City Council

We had a very interesting session with Heather, she was able to tell us fact from fiction and the legal side of promoting and selling vaping products to children.

The Action for Smoking and Health (ASH) campaign group have surveyed young people and found that 79% have never vaped.

The increase in the last few years is being attributed to brightly coloured displays. Young people who have tried vaping do not appear to have become addicted to nicotine. Public Health have collaborated with ASH and with Smoke Free Sheffield and developed animations and printed materials to use in presentations to a range of people who are working with young people.

Smoking is more dangerous than vaping but if you don't smoke, then don't vape is the message. Generally, it is found that if people don't smoke by the time they are 21 then they will probably never smoke, it is the same with vaping.

Vaping is not risk free it delivers too much nicotine too quickly. The longer-term effects are not yet known because it's not been around long enough to test the impact.

The Regulations stipulate that sales to under 18s are illegal as is proxy purchasing (buying for children under 18) however giving a child a gift is not illegal. There is no licence needed to sell vaping products. There is no restriction on shop displays unlike cigarettes.

Vaping products must carry health warnings. They must have less than 2% nicotine. A 2ml disposable vape contains 40mg of nicotine whereas 20 cigarettes have 250mg. Puffs of a vape are not equivalent to cigarette puffs. Vapes do not contain the 7000 toxic chemicals and tars in cigarettes.

The advertising ban of nicotine-containing products on the broadcast media, newspapers, magazines, periodicals, online media, and other electronic media applies to vaping products as well.

There is no evidence that Vaping is a gateway to smoking.

In terms of recycling the vaping apparatus it is treated as household electronic equipment.

Next Steps

- A Scrutiny Board Working Group is proposed within the Children and Families Scrutiny Board.
- New Resource Packs for schools.
- Healthy Schools data and surveys to be obtained
- Public Health will work with Trading Standards because children are not finding it difficult to purchase vapes from shops.

What can Councillors Do?

Report underage sales where you see this happening, or someone reports it to you. Public Health need our help.

B) Community Committee Health and Wellbeing Report – Outer North West

World Suicide Prevention Day

World Suicide Prevention Day is marked on September 10th each year to promote worldwide action to prevent suicides. Various events and activities are held during this time to raise awareness that suicide is a major preventable cause of early death. Every person lost to suicide is someone's partner, child, friend, neighbour and/or colleague and their death will hugely affect people in their family, workplace, and community. We can all play a vital role in reducing and preventing suicide by making people comfortable to talk about suicide and mental health through encouraging people to have these conversations.

The West Yorkshire Check In With Your Mate campaign aims to promote these conversations and to raise awareness of the factors and signs that may lead to suicide, inspiring people to start conversations about mental health with the men in their life - at home, in the community and at work – potentially saving lives.

To support the Public Mental Health team in promoting the '[Check in With Your Mate](#)' (CIWYM) campaign and help to prevent suicide, click [here](#) for a range of free resources. Colleagues are encouraged to download the CIWYM email signature to show support for the campaign throughout September and share/distribute campaign posters as appropriate.

For helpful guidance and support around language and to help prevent further harm when talking about suicide, we would recommend you familiarise yourself with the following [guide](#).

To coincide with World Suicide Prevention Day, the [Yorkshire Speak Their Name Memorial Quilt](#) will be at Kirkgate Market from 9th-15th September and we would encourage colleagues to find time to pay a visit to support us in reducing stigma when talking about suicide.

If you have been affected by suicide, at any point in your life, the [Leeds Suicide Bereavement Service](#) offers a safe space to talk and get support

Heatwave and health: comms toolkit

The summer weather/heatwave comms toolkit has been available for use across the city with copy and assets for bulletins and social media.

The messages are based around the new impact based alert system. The heat health alert system is operated by UKHSA in partnership with the Met Office and is outlined below:

- Green (summer preparedness) – general preparedness and awareness raising
- Yellow (response) - where impacts may be expected for those who are particularly vulnerable or where the confidence in the weather forecast for more severe periods of heat is low
- Amber (enhanced response) - for situations where impacts are expected across the population.
- Red (emergency response) - significant risk to life for even the healthy population

The toolkit was made available during the Heatwave campaign for use by agencies and groups to support residents.

Winter vaccines rollout: Building vaccine confidence for higher risk populations

Free webinars were offered during August in preparation for the vaccine rollout which begins in September. Various dates and times were offered to raise awareness of the rollout programme and information that can be passed on to residents in the city.

Climate change workshop 6 September, 2.00pm to 3.00pm

The directors of public health in Y&H have made climate change one of their priorities for collaboration across the 15 local authorities. A strand of the action plan is a CPD programme based on the insight and learning from the survey sent out to all DPH's earlier in the year.

Climate change is the single biggest threat to population health. Public health professionals have a key role to play in climate mitigation and adaptation and drawing attention to the health co-benefits of addressing the factors that drive climate change. Their in-depth understanding of health inequalities is crucial to ensure that climate change does not further compromise the health of the most vulnerable.

Cat Pinho-Gomes shares the support available from the Faculty of Public Health and discusses how we can embed climate and health into our daily jobs.

The event was open to all public health staff with an interest in climate change.

Better Conversations

Part of the Leeds Health and Care Academy, these skill sessions are open to anyone working in health and social care in Leeds. The workshops aim to enable health and care colleagues to deliver and encourage more collaborative conversations, primarily between a health and care professional and patient or service user, or when speaking to members of the public.

Three learning packages are on offer:

- Level 1 – eLearning – introducing the principles of better conversations – a 60-minute session
- Level 2 – virtual interactive workshop – better conversations: reflective practice (28 September, 22 November and 14 December)
- Level 3 – in-person workshop – better conversations: a personalised approach to conversations (13 September and 17 October)

Rightsizing campaign

People aged 50 and over living in West Yorkshire are being targeted with an innovative new campaign to help them ‘rightsized’ and find a home that’s right for them. The aim of the ‘rightsizing’ campaign is to help people choose where they live before other factors, such as ill health, make that decision for them. The campaign press release is [here](#) or visit the new website for more information [Your home, your choice](#). If you wish to help promote the campaign a toolkit is also available here: [Rightsizing campaign toolkit](#).

Drowning Prevention

During the summer, the risk to young people through accidental drowning increases significantly. When the weather is hot young people can be tempted to go for a dip in the local river or reservoir, but swimming in open waters is extremely dangerous.

A range of water safety campaign resources are available for digital channels. They can be downloaded [here](#).

The Royal Life Saving Society [website](#) also provides information and resources on water safety education.

Annual flu report

UKHSA’s annual report has been published and summarises the levels of influenza (flu) across the UK for the winter period, 2022 to 2023. The analysis indicates that excess deaths in England associated with flu were higher (14,500) than the average figure (13,500) for the five years before the pandemic. This is the highest figure since the 2017 to 2018 season, when there were 22,500 excess deaths associated with flu.

You can read more [here](#).

Child Poverty Action Group

These are some free resources from the Child Poverty Action Group which can be shared with constituents and the third sector.

Many of our resources are free to read online because of partnerships we've made. These include:

- [Mental Health and Benefits Handbook](#) this has just come out and has been produced in conjunction with MIND

- [Fuel Rights Handbook](#)
- [Debt Advice Handbook](#)
- [Children's Handbook Scotland](#)
- [Selected articles from the Welfare Rights Bulletin and Poverty](#)
- Factsheets on welfare topics – available on our [topics pages](#).

Measles Action Cards

The UK Health Security Agency (UKHSA) Yorkshire and Humber have recently circulated communications and guidance to acute trusts and primary care following a rise in the number of confirmed Measles cases both within Yorkshire and Humber and nationally during the first part of 2023. Children and young adults continue to be susceptible to infection due to a gap in immunity, contributed to by the fall in vaccination uptake rates during the COVID-19 pandemic. Measles action cards for healthcare settings are available and inform staff of the symptoms to be aware of as well as the actions to be taken should a patient present with measles like symptoms.

The Health Publications website contains UKHSA measles resources for settings which can be downloaded and printed or ordered (usually for free). To access all of the available resources visit [Publications - Health Publications](#).

The 'If you think you've got measles call ahead' poster can be printed [here](#) to be displayed in surgeries, or if you would like this to be posted to you please contact the Public Health Resource Centre PHRC@leeds.gov.uk. This poster can also be shared on social media platforms and GP practice websites to raise public awareness of measles symptoms and actions.

National Energy Action: E-learning courses

This training aims to equip you with the skills and knowledge to help mitigate against the impact of the energy crisis on vulnerable households.

- Fuel poverty and health – information and online booking [here](#).
- Introduction to domestic energy efficiency – information and online booking [here](#).
- Delivering high quality domestic energy advice – information and online booking [here](#).

Universal Credit

This update will be provided at the next Community Committee.

Employment and Skills Services

**Employment and Skills
Outer North West Community Committee**

Date: 22nd August 2023

Universal Credit

The number of people who are claiming Universal Credit (UC) due to unemployment, as of May 2023, in the Outer North West Community Committee area is 2,290. This is an increase of 112% since March 2020, and an increase of 19 claimants on the previous month.

The table below shows the number of people claiming Universal Credit (Not in Employment) in the Outer North West Community Committee area and by ward.

	Universal Credit Claimants (Not in Employment) 16-64yrs					
	March 2020		April 2023		May 2023	
	Number	Rate*	Number	Rate*	Number	Rate*
Leeds	23,631	4.5%	46,811	9.0%	47,079	9.0%
Outer North West	1,080	2.1%	2,271	4.5%	2,290	4.5%
Adel & Wharfedale	257	2.3%	586	5.3%	583	5.3%
Guiseley & Rawdon	207	1.5%	468	3.4%	481	3.5%
Horsforth	268	2.0%	522	3.9%	522	3.9%
Otley & Yeadon	348	2.7%	695	5.5%	704	5.6%

*Rate shows the number of claimants not in employment as a percentage of the working age population

Employment and Skills (E&S) Activities and Provision

The table below shows the number of people supported by the E&S Service from the Outer North West Community Committee area and by ward.

	Accessing Services		Into Work		Improved Skills	
	2021/22 (Apr – Mar)	2022/23 (Apr – Mar)	2021/22 (Apr – Mar)	2022/23 (Apr – Mar)	2021/22 (Apr – Mar)	2022/23 (Apr – Mar)
Outer North West	435	566	136	111	137	202
Adel & Wharfedale	145	229	35	39	43	81
Guiseley & Rawdon	71	84	30	22	18	33
Horsforth	139	144	36	28	55	58
Otley & Yeadon	80	109	35	22	21	30

- During April 2022 – March 2023
 - 14,179 people accessed the Service, 566 of whom were residents from the Outer North West.
 - Supported 2,999 people into work, 111 of whom were residents from the Outer North West. Customers were supported into work across all sectors with the largest numbers in, construction, health and care including childcares, manufacturing, ICT, digital and comms.
 - Supported 3,753 people to improve their skills, 202 of whom were from the Outer North West.

Leeds Employment Hub is a single point of contact for all funded programmes and Jobshops which provides tailored and comprehensive support into employment or education to all Leeds residents. Employment Hub Advisors deliver the programme by providing one to one support, tailored preventative and remedial support to Leeds residents who are disadvantaged in the labour market. The Employment Hub Advisors are co-located within the Jobcentre Plus centres across the city. Further funding has been secured which will see the role of the Advisors continue until at least March 2025.

All Jobshops are open, 5 days a week for face-to-face appointments which includes City Centre and Hawksworth Community Hubs. There are also the following pop up Jobshops:

- Horsforth Community Hub, Town Street, LS18 5BL, Tuesday (every 2 weeks) 9:00-17:00
- Yeadon Community Hub, Town Hall Square, LS19 7PP, Wednesday (every 2 weeks) 9:00-17:00
- Otley Community Hub, Nelson Street, LS21 1EZ, Thursday (every 2 weeks) 9:00-17:00
- Holt Park Community Hub, Holtdale Approach, LS16 7RX, Friday 9:00 – 17:00

Community Learning provision continues to deliver an effective, broad, and inclusive curriculum to support the continuation of learning in collaboration with subcontracted partners. Courses were delivered through a range of models which include face to face, online and through distance learning, opening new opportunities for adults to learn and develop their confidence.

Between April 2022 - March 2023, in the Outer North West, 12 courses were delivered at 7 venues. 228 residents have accessed a course. In addition, there were 50 courses delivered on-line.

Between April 2022 - March 2023, 15 Developing You Health and Wellbeing courses, a pre-employability programme which helps people to become happier, healthier and move closer towards employment were delivered across the city, 123 people completed the course and 24 of whom were supported into work. Developing You courses were developed and delivered to people with Learning Disabilities, 18 people completed the course and are being supported by the Employment Hub to support progression to further learning, employment or volunteering.

For further information on courses available both online and face to face at community venues, please visit: <https://leedsadultlearning.co.uk>

Delivering in partnership the Connecting Communities to Health and Care Careers work focuses on narrowing inequalities with a one system approach across the sector, adapting recruitment methods and building on the good practice in the system, targeting the Priority Wards. The pathways that are being delivered provide people with a supported programme into Administration and Care roles within the NHS and Adult Social Care. There are functional skills (Maths, English and ESOL) support provided to upskill individuals to the required entry level for their pathway of choice. Since February 2022, 422 people, 51% of whom were from the Priority Wards have attended the information sessions, 167 have achieved a qualification and 174 people have been supported into work. New pathways that have been developed for Children's Residential, Care Practitioner roles and Care Navigators within GP Practices and will be delivered from September 2023. For further information please visit: [Health and Care Careers](#).

Within the last year the Service has supported 342 new businesses including recruiting new staff, providing support for staff facing redundancy, developing initiatives to address staff shortages and filling a high number of vacancies within key sectors.

Delivered Events and Activities

- **Informed Choices** supported school careers events and parents evenings and delivered Apprenticeship awareness sessions, engaging with 10,535 young people, 458 parents/carers and 409 teachers.
- **Next Steps** support for young people following GCSE or A Level results is hosted on Start in Leeds [Next Steps after School or College](#).

- **Connecting Communities to Health and Care Careers** delivered 28 information sessions between January and July 2023 at 7 venues across the city, five of the LCC Community Hubs, Age UK and One Community Centre
- **Jobs Fairs** 19 recruitment events delivered since April 2023 at 10 venues across the city, seven LCC Community Hubs, Wetherby Community Hub, Farnley Community centre and the White Rose Shopping Centre.
- **Leeds Community Learning and Employer Provider Apprenticeships Celebration Awards 2023** took place on 18th July 2023 at Civic Hall to celebrate the accomplishments of all learners and tutors and embrace their future progression into further/higher education, volunteering and/or employment.
- **SEND Next Choices Event**, Getting Ready for Adult Life took place on 29th June 2023 at Leeds First Direct Arena. The event was aimed at supporting young people who have Special Educational Needs and Disabilities (SEND). A total of 67 exhibitors participated, offering jobs, Apprenticeships, volunteering, training opportunities, leisure activities and along with other specific support. 2,200 young people attended with very positive feedback.
- **Financial Wellbeing Events** delivered in partnership with Credit Union, Yorkshire Water and Leeds City Council, Housing, Jobshops for residents concerned with the rising cost of living. Support provided included debt advice and employment assistance
- **Leeds Apprenticeship Recruitment Fair (LARF)** took place on 6th February 2023 at Leeds First Direct Arena. A total of 106 organisations participated and 8,000 visitors attended.
 - 78% of visitors were either more likely to start an Apprenticeship or more interested in an Apprenticeship since attending the event.
 - 85% of visitors would recommend the event to a friend.
- **Family Learning Festival** was delivered on the 16th February 2023 at the Carriageworks Theatre, approx. 150 people participating along with 25 exhibitors from across the Community Learning sector. Local skills providers, colleges, universities, employment advisors attended to provide advice for anyone looking to develop their skills further or to plan their next steps.
- **Reducing Re-Offending** construction recruitment events took place on 24th January 2023 and 19th July 2023 at HMP Leeds, 5 construction companies attended offering employment opportunities. 77 serving prisoners engaged with the advisors who delivered employability support sessions.

Planned Events and Activities

- **Connecting Communities to Health and Care Careers** information sessions are planned to be delivered at the following venues:
 - Richmond Hill Community Centre on Thursday 17th August 2023
 - Reginald Centre on Thursday 24th August 2023
 - Dewsbury Road Community Hub on Wednesday 30th August and Friday 6th October 2023
 - Compton Community Hub on Friday 1st September 2023
 - City Centre Community Hub on Thursday 7th September 2023
 - Beeston Community Centre on Monday 11th September 2023
 - Kentmere Community Centre on Tuesday 19th September 2023
 - Armley Community Hub on Friday 20th October 2023
- **Highways Vacancies** information sessions planned for August and September 2023 at Armley, Bramley, Yeadon and Dewsbury Road Community Hubs. The session will showcase various vacancies and provide an insight into working in this area.

- **The Leeds Digital Careers Fair (LDCF) 2023** will take place on 26th September 2023, at Leeds First Direct Arena. The event is aimed at those exploring a career in tech and digital. Attendees will be given an opportunity to engage with a range of tech training providers and employers to find out about the diverse career opportunities available. For further information and to book please visit: [Leeds Digital Careers Fair 2023](#).
- **Reducing Re-Offending** a jobs fair to take place at HMP Wealstun on 28th September 2023. The event will offer support to prisoners due for release. A range of employers, from different sectors, are attending alongside Employment and Skills Advisors.
- **The Leeds Creative Skills Festival (LCSF)** will take place on 20th November 2023 at Leeds First Direct Arena. The event will showcase the wide range of opportunities within the creative and culture sector. There will be a range of employers and providers as well as interactive activities and information sessions. For further information and to book please visit: [Leeds Creative Skills Festival 2023](#).
- **The Leeds Apprenticeship Recruitment Fair** will take place at Leeds First Direct Arena on Monday 5th February 2024. Further details will be available in the Autumn.

Further Information

The Service has several communication channels and social media accounts that promotes events, jobs fairs, job vacancies, Apprenticeships, and courses. Please link to our accounts:

Facebook: <https://www.facebook.com/eandsleeds>

Twitter: <https://twitter.com/eandsleeds>

Instagram: <https://www.instagram.com/eandsleeds>

LinkedIn: <https://www.linkedin.com/company/employment-and-skills-leeds-city-council/>

YouTube: <https://www.youtube.com/@employmentandskills>

Opportunities in Leeds is a weekly email service and features live jobs, Apprenticeships, and courses. To subscribe please visit: <https://bit.ly/opportunitiesinleeds>

For further information on Employment and Skills services and the support available please visit:

<https://employmentskillsleeds.co.uk>

The Employment and Skills Business Newsletter was launched in March 2023, which provides information and resources to support businesses' workforce needs across the city. The newsletter will be published every 2 months to approximately 2,700 subscribers. To find out more please visit: www.inclusivegrowthleeds.com

Corporate Considerations

Consultation and Engagement

- A. The Community Committee has, where applicable, been consulted on information detailed within the report.

Equality and Diversity/Cohesion and Integration

- B. All work that the Communities Team are involved in is assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Communities Team ensures that the wellbeing process for funding of projects complies with all relevant policies and legislation.

Council Polices and City Priorities

- C. Projects that the Communities Team are involved in are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:
 1. Vision for Leeds 2011 – 30
 2. Best City Plan
 3. Health and Wellbeing City Priorities Plan
 4. Children and Young People’s Plan
 5. Safer and Stronger Communities Plan
 6. Leeds Inclusive Growth Strategy

Resources and Value for Money

- D. Aligning the distribution of community wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

Legal Implications, Access to Information and Call In

- E. There are no legal implications or access to information issues. This report is not subject to call in.

Risk Management

- F. Risk implications and mitigation are considered on all projects and wellbeing applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

Conclusions

- G. The report provides up to date information on key areas of work for the Community Committee.

Recommendations

H. The Community Committee is asked to note the content of the report and comment as appropriate.

Background documents¹

I. None.

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting Accordingly this list does not include documents containing exempt or confidential information, or any published works Requests to inspect any background documents should be submitted to the report author.